

Brian Sandoval
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Patrick J. Conmay
Division Chief

MEMORANDUM

DATE: September 27, 2012

TO: All Civil Applicant Customers

FROM: Liza Paulino, Administrative Services Officer I – Repository

THROUGH: Julie Butler, Records Bureau Chief

SUBJECT: **Civil Applicant Fingerprint Submissions and Incorrect Fingerprint Processing Fees**

Effective **Monday, October 1, 2012**, the Criminal History Repository will be returning all Civil Applicant fingerprint cards that are submitted with the incorrect fees. This will cause delays for applicants, licensing agencies, and employers in receiving the requested fingerprint background check responses from our office and the FBI.

The current Civil Applicant fees are \$21.00 for a State criminal history records check and \$16.50 for an FBI criminal history records check, for a combined total of \$37.50. Our fee schedule is available on our website at <http://nvrepository.state.nv.us> at the link labeled “Fees List.” These fees have been in effect since April 16, 2012.